

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Police Officers also perform operations involving juveniles and participate in public relations duties. Employees of this class work with some supervision, receiving specific instructions for most duties. Employees of this class report to and have work reviewed by a superior officer designated by the Police Chief. This class ranks directly below that of Police Sergeant.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols an assigned area to discourage criminal activity, to respond to crimes in progress, to identify and report potentially hazardous situations and to assist motorists and pedestrians. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Engages in armed encounters with suspects to neutralize the threat to officers or the public, issuing explicit and direct commands, maintaining firearm and physically disarming suspect when necessary. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Transports arrested person to holding facility or jail. Obtains medical attention or provides emergency medical care as needed.

Performs traffic control duties, such as detecting traffic violations, directing traffic, operating radar and inspecting traffic control devices. Conducts vehicle stops, issues citations for traffic and parking violations and administers field sobriety tests of motorists suspected of driving while intoxicated. Inspects abandoned vehicles to determine ownership or possible criminal activity and ensures proper disposition. Provides for the safe flow of traffic around an accident scene. Assists in traffic accident investigations by protecting accident scene from disturbance, interviews drivers and witnesses, identifies and documents evidence and photographs the accident scene. Clears accident scene and determines if other services such as Hazmat or

extrication are needed. Communicates such needs to dispatcher. Assists in the removal of injured persons from wrecked vehicles, providing emergency medical assistance when necessary. Searches for stolen vehicles or for vehicles suspected of being used for criminal activity.

Assists in criminal investigations, such as assault and battery, burglary and thefts, robberies, narcotics violations, forgery, domestic violence and crimes against juveniles. Secures and protects crime scene. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interviews crime victims and witnesses, and interrogates suspects in order to evaluate responses and to obtain facts about a crime. Communicates a detailed description of suspects to other law enforcement personnel. Accompanies victims of violent crime to a hospital for medical attention as needed. Dusts for and lifts fingerprints, and photographs the crime scene. Reconstructs the crime scene or the incident. Develops descriptions of suspects wanted for questioning by searching departmental files and records and following-up on any leads. Communicates with informants. Secures and executes arrest or search warrants. Locates and apprehends the perpetrators of crimes. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court when necessary.

Participates in juvenile operations involving educational programs, child protection and crimes committed by juveniles. Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing. Interviews juveniles, using established procedures that preserve the right of the child, and communicates with their parents or legal guardian to explain the law and penalties for alleged offenses. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Assists in cases involving juveniles by communicating with court officials and exchanging information with child protection agencies. Maintains communication with school officials, acting as a liaison between the department and school. Responds to school fights and counsels problem students. Works with at-risk children, parents and school faculty in order to discourage or prevent disciplinary problems.

Controls large crowds at athletic events, parades or other events, and unlawful or disorderly assemblies. Responds to bomb threats following departmental procedures. Participates in disaster relief by providing evacuation routes, emergency rescue and support measures for victims in accordance with prearranged disaster plans. Searches established geographic areas as part of a team to locate missing children or suspects. Utilizes safety techniques in such emergency operations.

Attends in-service training on all aspects of police work, studying new laws and practicing procedures on routine and emergency police

enforcement work. Maintains proficiency in the use of firearms, defensive tactics and special weapons. Assists with on-the-job training in law enforcement work for new recruits as directed.

Completes forms, records and reports such as log sheets, daily work activities, vehicle mileage and maintenance, and crime reports following departmental procedure. Gathers and compiles information for reports by reviewing and analyzing data discovered in the investigatory process. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network. Maintains necessary files on field reports.

Maintains an effective police-community relations by communicating and enhancing an attitude of cooperation and adhering to a professional demeanor and appearance. Participates in crime prevention programs by providing business, citizens and school groups information on crime prevention, public safety matters and available programs to aid victims of crimes and their families. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must not be less than twenty (20) years of age.